



THE INTERNATIONAL ACADEMIC FORUM
international | intercultural | interdisciplinary

Guidelines for Onsite Session Chair

Introductions

- It is recommended that presenters and the Chair meet during the break before the session in the assigned room to introduce themselves.
- Please invite the speakers to sit in the front row to ensure a smooth hand over.
- At the beginning, the Chair introduces the session and the individual presenters. This may include affiliations, country, or main research interests. Introductions should last no longer than one minute for each delegate.
- Information on the presenters can be found on the website by going to the **Presentation Schedule** page, selecting the day of the presentation, and then clicking - **read abstract**.

Session Chair Responsibilities

- The Chair is responsible for checking the attendance of the presenters on the Session Check Sheet that will be handed to them before the session begins by an IAFOR staff.
- The Chair is responsible for ensuring that presenters adhere to their time limit of 25 minutes. The Chair will notify the presenter with a **YELLOW CARD** when they have 5 minutes left and a **RED CARD** when their time is up.
- If for any reason a presenter fails to show, the Chair should announce a short break and resume the session when it is time for the next presenter. Please keep to the original time slots as delegates plan their schedules using the times on the website.
- The Chair clears the room promptly to make way for the next session. Please hand over the Session Check Sheet to the IAFOR staff in charge of your room when leaving.

Presentation Certificates

- Please inform all presenters that Certificates (for presenters, Session Chairs, and Reviewers) will be sent by email within 2 weeks of the end of the Conference.